

# THE GEORGE WASHINGTON UNIVERSITY

WASHINGTON DC

## EMPLOYEE HIRE FORM

THIS FORM IS NOT A CONTRACT OF EMPLOYMENT

|                                                                                                                             |                                                                                                               |                                                      |           |                                                                                            |                                         |
|-----------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|------------------------------------------------------|-----------|--------------------------------------------------------------------------------------------|-----------------------------------------|
| 1. Effective Date of Change                                                                                                 | 2. Date Prepared                                                                                              |                                                      |           |                                                                                            |                                         |
| 3. GWID or Social Security No.                                                                                              | 4. Name (Last)                                                                                                | (First)                                              | (Initial) | 5. Rank and Full Academic Title/Position Title                                             |                                         |
| 6. TYPE OF ACTION<br>New Hire (new GW employees)<br>Add Position<br>Reappointment (Faculty Only)<br>Overload (Faculty Only) | 7. EMPLOYMENT HISTORY<br>This person is currently employed at GW<br>This person was previously employed at GW | 8. EMPLOYMENT CATEGORY<br>Reg F/T<br>Reg P/T<br>Temp |           | 9. TYPE OF APPOINTMENT - FACULTY ONLY<br>Fiscal<br>Academic<br>Semester<br>Summer<br>Month | 10. PAYROLL MODE<br>Monthly<br>Biweekly |

|                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                               |                                                                                                                                                                               |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 11. DEMOGRAPHIC INFORMATION (New hires only)<br><br>Birthdate: _____ Sex: M F<br>Ethnic Origin: American Indian or Alaskan Native<br>Asian or Pacific Islander<br>Black, not of Hispanic Origin<br>Hispanic<br>White, not of Hispanic Origin<br><br>U.S. Citizen: Yes No If No, Visa Status: _____<br>Marital Status: _____ GW Student: Y N | 12. W4 ADDRESS (Address used on Tax Forms)<br><br>Address: _____<br>_____<br>City: _____ State: _____ Zip: _____<br><br>County: _____<br><br>Telephone: _____ | 13. CURRENT MAILING ADDRESS (If different from W4 address)<br><br>Address: _____<br>_____<br>City: _____ State: _____ Zip: _____<br><br>County: _____<br><br>Telephone: _____ |
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**14. SALARY DISTRIBUTION > COMPLETE ONE LINE FOR EACH DISTRIBUTION**

**15. HOME DEPT.**

**16. BANNER HOME INDEX**

| DEPARTMENT OR SPONSORED PROJECT AWARD | Banner Index | Account No. | % Salary | Annual Salary | Monthly Salary | Base Rate | Finish Date | Employee Class | Position Class | Pos No/ Suffix | Project | Task | Award |
|---------------------------------------|--------------|-------------|----------|---------------|----------------|-----------|-------------|----------------|----------------|----------------|---------|------|-------|
| 1                                     |              |             |          |               |                |           |             |                |                |                |         |      |       |
| 2                                     |              |             |          |               |                |           |             |                |                |                |         |      |       |
| 3                                     |              |             |          |               |                |           |             |                |                |                |         |      |       |
| 4                                     |              |             |          |               |                |           |             |                |                |                |         |      |       |
| 5                                     |              |             |          |               |                |           |             |                |                |                |         |      |       |

|                                                   |                                                                                                                                                                                                                                     |
|---------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 18. Remarks (For Faculty, include course number): | <p style="text-align: right;">Total</p> <p>Premium Pay: Shift1 _____ Shift2 _____ Weekend _____ Special _____ On Call _____</p> <p>17. Payroll Adjustment Required:</p> <p>ReportsTo Position #: _____ Email of Preparer: _____</p> |
| 19. Prepared By: _____                            | Ext. _____ Date _____                                                                                                                                                                                                               |
| 20. Dept Head: _____                              | Date _____                                                                                                                                                                                                                          |
| 21. VP or Dean: _____                             | Date _____                                                                                                                                                                                                                          |
|                                                   | 22. Budget Authorization _____ Date _____                                                                                                                                                                                           |
|                                                   | 23. Personnel _____ Date _____                                                                                                                                                                                                      |